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30 August 1966

MEMORANDUM FOR: Deputy Director for Support

Bob:

On 22 August I forwarded to you a summary of the Director's meeting with [redacted] the Domestic Contact Service. As a result of this meeting it was decided that we should be more responsive to requests by the DCS [redacted] for Headquarters speakers to address various groups. Presumably most of the speakers would come from the Intelligence Directorate, and the DD/I has volunteered to handle this account if we would like for him to do so.

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I should appreciate very much your taking the initiative to assemble the Assistant to the Director, the Director of Training, and a representative from the Intelligence Directorate to discuss this matter. I would then welcome your recommendation as to whether we should follow the current procedures prescribed in [redacted] or institute a new policy.

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[redacted]  
L. K. White

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## TRAINING

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**9. REQUESTS FOR CIA OFFICIALS AS GUEST SPEAKERS.** CIA is often requested to supply guest speakers for public functions of non-Government organizations and groups, such as business and professional organizations, civic organizations, and universities, as well as to regularly provide guest speakers for schools and colleges operated by the Department of Defense and other Government training activities. In order to designate a central point of administrative control for the various types of requests for speakers, the following procedures shall be followed:

**a. REQUESTS FROM NON-GOVERNMENT GROUPS.** Requests for CIA officials to speak before non-Government groups shall be forwarded promptly to the Assistant to the Director who will review them and recommend action to the Executive Director-Comptroller.

(1) If the request is approved by the Executive Director-Comptroller, the Assistant to the Director will choose the text of the presentation and will refer the request to the Director of Training to select a speaker and arrange for his appearance. Several prepared texts which have previously been coordinated with the Director of Training, the Director of Security, and the Assistant to the Director will be available for use. The text chosen by the Assistant to the Director in each instance will require no further coordination or approval unless there is to be a significant departure from its content.

(2) If the request is not approved by the Executive Director-Comptroller, the Assistant to the Director will inform the requester and the Director of Training.

**b. REQUESTS FROM GOVERNMENT AGENCIES OUTSIDE THE INTELLIGENCE COMMUNITY.** Requests for guest speakers which come from Government sources outside the Intelligence Community shall be forwarded to the Director of Training who will review them and recommend action to the Executive Director-Comptroller. A copy of the recommendation will be forwarded to the Assistant to the Director. If the request is approved by the Executive Director-Comptroller, the Director of Training will take the necessary action; if not approved, he will advise the requester.

**c. REQUESTS FROM GOVERNMENT AGENCIES WITHIN THE INTELLIGENCE COMMUNITY.** Requests for guest speakers which come from members of the Intelligence Community shall be forwarded to the Director of Training who will take appropriate action and inform the Assistant to the Director of the action taken. No approval is needed with respect to such a request unless it presents a question of policy or the Director of Training recommends to the Executive Director-Comptroller that the request be denied.

This paragraph does not affect the requirements of [redacted] concerning the outside activities of Agency employees.

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Revised: 16 June 1968 (207)

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

18

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**Next 1 Page(s) In Document Exempt**

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